**Position –Senior Executive– Accounts & HR**

**KRA:** Taxation, Annual Accounts , Employee Benefit, European Projects, MIS , Data Entries generation , Process of Payments, Attendance

**Elligibility:**

a. BCOM /PG with 5 years Experience of working in accounts Dept of Medium Size Organisation ( ( preferably in service Industry).

b. Familiar with Tally Prime

c. Working Knowledge of GST Laws , Provident Fund Rules, TDS Laws, Employee Insurance

**Job Description :**

a. Routine Updates of Books of Accounts ( Tally /Excel)

b. Invoicing

c. Petty cash Handing

d.Assistance in MIS

e. Online/offline payments( Suppliers & Taxes)

f. Employee Documents , Attendance, Salary Slips and liaison with employees on other matters

g. Documentation & assistance for Calendar year Reporting

h. Documentation & assistance for European Projects

i. Documentation & assistance for Financial year Reporting

j. ISO Audit – Updating of ISO Documentations